



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

Los Angeles World Trade Center
350 South Figueroa Street, Suite 188
Los Angeles, CA 90017

RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

Telephone: (213) 253-5600
Facsimile: (213) 633-4733

March 06, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

DELEGATE AUTHORITY TO APPROVE EXEMPTIONS TO COUNTY BUSINESS INTELLIGENCE AND INTERNET PORTAL INFORMATION TECHNOLOGY STANDARDS

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

SUBJECT

Request authorization for the Chief Information Officer to review and approve exemptions to Board-adopted County information technology standards for Business Intelligence and Internet Portals.

IT IS RECOMMENDED THAT YOUR BOARD:

Delegate authority to the Chief Information Officer (CIO) to review and approve departmental exemptions to the Board-adopted information technology standards for Business Intelligence (Cognos) and Internet Portals (WebSphere).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The CIO is charged with recommending County information technology (IT) standards for Board approval and ensuring compliance after adoption of those standards. IT standards are intended to optimize economies of scale in purchasing, support, maintenance, training, and reusability.

Some departments may have special conditions or business case for exemptions to IT standards. The recommended action will provide Board authorization to the CIO to review and approve exemption requests for Board-approved IT standards for Cognos and WebSphere. Your Board

approved these standards in May 2005 and May 2007.

Implementation of Strategic Plan Goals

The recommended action supports the County's Strategic Plan for Goal 1, Operational Effectiveness.

FISCAL IMPACT/FINANCING

There is no additional cost for the CIO to review and approve Board-adopted standards.

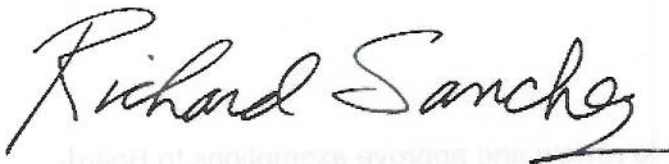
FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Chapter 2.119.030 of the County Code stipulates that the CIO "adopt standards for countywide information technology which shall be subject to approval by the Board of Supervisors". The recommendation to delegate authority to the CIO to review and approve departmental exemptions is consistent with other Board-adopted standards for Enterprise Content Management and Information Security.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this request will authorize the CIO to review and approve exemptions to Board-approved IT standards for Cognos and WebSphere. Exemptions to these standards will require a compelling business case demonstrating the reasons for granting an exception.

Respectfully submitted,



RICHARD SANCHEZ
Chief Information Officer

RS:PL:pg

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors



COUNTY OF LOS ANGELES CHIEF INFORMATION OFFICE

Los Angeles World Trade Center
350 South Figueroa Street, Suite 188
Los Angeles, CA 90012

RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

Telephone: (213) 253-5600
Facsimile: (213) 633-4733

March 20, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

APPROVAL AND ADOPTION OF BOARD POLICY 6.200 - INFORMATION SHARING AND MANAGEMENT (ALL DISTRICTS) (3 VOTES)

SUBJECT

Request approval and adoption of Board Policy # 6.200 – Information Sharing and Management to facilitate information sharing, improve coordination and delivery of services, and ensure effective use of Information Technology (IT) and data-related assets.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and adopt the attached Board Policy 6.200 – Information Sharing and Management, as approved by the Audit Committee on January 26, 2012.

BACKGROUND

On February 8, 2011, on motion by Supervisor Knabe, your Board directed the Chief Information Officer (CIO) and Chief Executive Officer (CEO) to report back with recommendations to facilitate and formalize data sharing opportunities and requirements for all future enterprise-wide Information Technology (IT) projects.

On March 24, 2011, the CEO and CIO submitted a report that included a recommendation to prepare and submit a Board policy to establish a Countywide Information Management Program. The proposed Board policy was developed and reviewed with the Chief Information Officer IT Council and Leadership Committee. It was subsequently approved by the County Audit Committee on January 19, 2012.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended action supports the County's Strategic Plan Goal 1, Operational Effectiveness.

FISCAL IMPACT/FINANCING

On September 16, 2011, as part of FY 2011-12 Final Changes, your Board approved a position in the CIO to lead the information management program. No additional financing is required to support the recommended Board policy at this time.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Board of Supervisors is responsible for establishing policy to guide the administrative functions of County departments. Board policies are established either by ordinance in the Los Angeles County Code or as a result of an order of the Board.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this recommendation will authorize the CIO to establish a countywide Information Management Program to work with County departments to:

- Develop and ensure compliance with adopted County Information Architecture, data standards, practices and technologies;
- Implement a governance process for data stewardship and managing the quality of County data; and
- Ensure alignment with the County's Information Security Program, including compliance with confidentiality and privacy regulations and policies.

Respectfully submitted,

RICHARD SANCHEZ
Chief Information Officer

RS:PL:pa

Attachment

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
6.200	Information Sharing and Management Policy	00/00/00

PURPOSE

To establish a County Information Management Program supported by countywide policies to facilitate information sharing, improve coordination and delivery of services, and ensure the effective use of Information Technology (IT) and data-related assets.

REFERENCE

- Board Motion from February 2011 – Information Sharing and Exchange
- Board of Supervisors Policy No. 6.100 – Information Technology and Security Policy.
- Board of Supervisors Policy No. 7.100 – Identity Theft Prevention Program
- Board of Supervisors Policy No. 3.040 – General Records Retention and Protection of Records Containing Personal and Confidential Information
- Health Insurance Portability and Accountability Act (HIPAA) of 1996
- Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009
- Amended sections 114 and 315 of the Fair and Accurate Credit Transactions (FACT) Act of 2003

POLICY

There is a growing demand for the sharing and exchange of information across County programs, departments, and service clusters within established County privacy and security policies and standards in accordance with, but not limited to the Countywide Information Security Program Policy No. 6.100. The Office of the CIO (CIO) will establish a County Information Management Program that will collaboratively work with County stakeholders to:

- Develop and adopt an Information Management Framework to facilitate the development and adoption of a County Information Architecture, data standards, practices and technologies.
- Develop and implement a governance process for data stewardship and managing the quality of County enterprise data.

- Provide advice to departments, agencies and or commissions of the requirement to utilize the Information Management Framework.
- Oversee and ensure the adoption of approved data standards and technologies.
- Ensure alignment with the Countywide Information Security Program.

The County Information Management Program will establish County data standards and technologies to which departments shall adhere. Departments, at their discretion, may enhance the County data standards by defining additional data standards based on their business requirements.

RESPONSIBILITIES

Departments, Agencies, and Commissions

Department heads are responsible for ensuring appropriate IT use within their department.

Chief Data Officer, Office of the Chief Information Office

The Chief Data Officer reports to the Chief Information Officer (CIO) and is responsible for the Information Management Program for the County. Responsibilities include:

- Collaborating with the County's various information sharing projects and initiatives to create an Information Management Strategy and to create data standards that facilitate countywide information sharing and management.
- Collaborating with the Chief Information Security Officer (CISO) to ensure compliance with County privacy and security policies and standards, and alignment with the County Information Security Program and County Information Security Strategic Plan.
- Work with the CIO Leadership Committee and CIO Council to:
 - Develop an end-to-end approach for information management from intelligent data capture, to master data management and data quality management.
 - Adopt a strategic approach to data governance, as well as develop and implement data sharing policies and standards.
 - Identify opportunities to reduce information sharing project and operating costs using adopted data sharing and exchange standards, practices and technologies.
- Evaluating, designing, and implementing common technologies and information management best practices that maximize County investments and reduce project and operating costs.

Department Information Technology Management/CIO

Department IT management shall be responsible for organizational adherence to countywide technology and information management policies. Where appropriate, Department IT manager or Chief Information Officer, will designate an individual(s) who will work collaboratively with the County Data Officer to develop and implement data standards, practices and technologies.

Policy Exceptions

Requests for exceptions to this Board policy shall be reviewed and approved by the CIO and CISO with notification to the Board of Supervisors. Departments requesting exceptions shall document and submit their requests to the CIO. The request should specifically state the scope of the exception along with the justification for granting the exception, the potential impact(s) and risk(s) granting the exception, costs and timeframes for complying with the policies set forth herein. The CIO shall review such requests, confer with the requesting department. CIO will notify Board of any and all exemptions granted for this policy.

RESPONSIBLE DEPARTMENT

Office of the Chief Information Officer (CIO).

DATE ISSUED/SUNSET DATE

Issue Date: December 1, 2011

Sunset Date: November 31, 2016

Proposed County Intranet Redesign

Information Systems Commission

March 5, 2012



mylacounty.gov

Overview

- Goal: Provide a countywide online resource to employees
- ~~Stakeholder~~ departments: CEO, CIO, Auditor-Controller, Human Resources, Internal Services
- **Key design elements**
 - Simple, intuitive user interface
 - Central resource for internal county information and services
 - Extendable and scalable to accommodate evolving needs
- **Background**
 - Will run on shared platform with **locounty.gov**
 - Will integrate with single countywide employee directory for login
 - Will utilize county standards for document management and publishing

Home Page

lacoounty.gov

mylacoounty.gov

Translation [English] | Contact Us | Text Only | AAA

Search mylacoounty.gov

Go

Home | Our County | Newsroom | HR & Benefits

Employee Login

User ID

Password

Login

Forgot your password?

Change your password

Find employees

First Name

Last Name

Go

Employee Directory

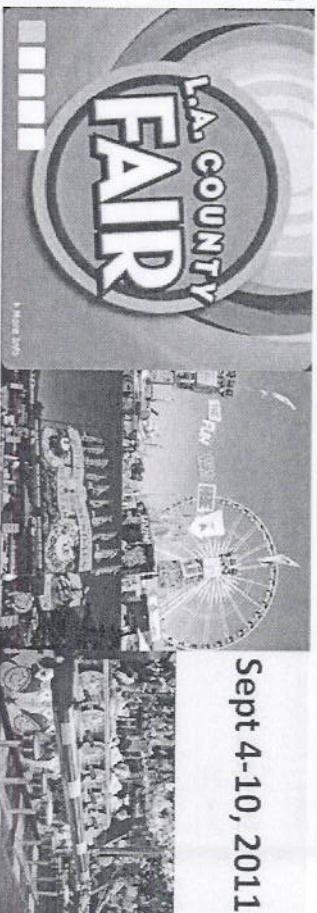
Employee login to
enterprise applications

Promotions and
announcements

Ideas for
Efficiencies

Employee
Computer
discounts
lenovo

County
DIGEST



Announcements



GIS Day 2011
Lorem ipsum dolor sit amet, consectetur
adipiscing elit.



California Shakeout
Lorem ipsum dolor sit amet, consectetur
adipiscing elit.



LA County Strategic Plan
Lorem ipsum dolor sit amet, consectetur
adipiscing elit.

Useful links



Board meeting webcast



Promotional opportunities



Employee discounts



2011 Banking Benefits



Driving directions



County Learning Net

More ...

Do you need help?

211

Board of Supervisors

Safety Surrendered Baby Program

Public Information Documents

Most requested services:

Live Board meeting

County Administrative Policies & Procedures

Publications and references

Public Information Documents



Embracing lives...

Site Map | Language | Privacy Policy | Terms of Use | Accessibility | Disclaimer

Headlines

Links to useful
resources

Online Employee Directory

lacounty.gov

mylacounty.gov

Home | Our County | Newsroom | HR & Benefits

Translation [English] | Contact Us | Text-Only | AAA

Search mylacounty.gov

Go


Employee Login

User ID

Password

Login

Did you forget your password?
Change your password

Find Employees

Enter the information below to change your County Directory password.

Name:

First name

Last name

Go

Department:

Enter department name

Go

Results:

Name	Telephone	E-mail	Department
Firstname Lastname	(999) 999-9999	Aaaa@dept.lacounty.gov	Department name

Do you need help?
211
Board of Supervisors
Safety Surrendered Baby Program
Public Information Documents

Enriching lives...

Most requested services:
Live Board meeting
County Administrative Policies & Procedures
Publications and references

Site Map | Language | Privacy Policy | Terms of Use | Accessibility | Disclaimer

County Resources

lacounty.gov

mylacounty.gov

Home | Our County | Newsroom | HR & Benefits

Translation [English] | Contact Us | Text-Only | AAA

Search mylacounty.gov

Our County

- Administrative Compliance
- Efficiency Initiative
- Purchasing and Contracts
- Board Correspondence



Highlights



Links

- FY 2012-13 Departmental Budget Instructions
- Departmental Recycling Program
- eCAPS Project
- County Fiscal Manual
- County Equity Oversight Panel
- L.A. County Strategic Plan
- Legislative Tracking System

Do you need help?

- 211
- Board of Supervisors
- Safety Surrendered Baby Program
- Public Information Documents



Enriching Lives...

Most requested services:

- Live Board meeting
- County Administrative Policies & Procedures
- Publications and references

Employee Login

User ID

Password

Did you forget your password?
[Change your password](#)

Find employees

First Name Last Name

Find departments

Enter department name

Event Calendar



November 2011

(All events)

Administrative Compliance

lacounty.gov

Translation [English] | Contact Us | Text-Only | AAA

mylacounty.gov

Home | Our County | Newsroom | HR & Benefits

Our County

→ Administrative Compliance

Efficiency Initiative

Purchasing and Contracts

Board Correspondence

Board Policies

* [County Policy Manual](#)

[County Charter](#)

* [County Code](#)

* [Board Agenda Checklist and Procedures](#)

Administrative Policies

[County Fiscal Manual](#)

[Family Leave Policy Guidelines](#)

[HR Policies, Procedures & Guidelines](#)

[HR Interpretive Manual](#)

[LA County Employee Handbook](#)

[Purchasing Policy & Procedures Manual](#)

[Service Contracting Manual](#)

[Countywide Protest Policy](#)

[Vendor Debarment Implementation Guidelines](#)

Employee Login

User ID

Password

Login

Did you forget your password?

[Change your password](#)

Find employees

First Name

Last Name

Go

County Intranet links

[Chief Executive Office](#)

* [Board of Supervisors](#)

[Executive Office](#)

[Auditor-Controller](#)

[Department of Human Resources](#)

[Internal Services Department](#)

[Chief Information Officer](#)

Do you need help?

211

[Board of Supervisors](#)

[Safety Surrendered Baby Program](#)

[Public Information Documents](#)

Most requested services:

[Live Board meeting](#)

[County Administrative Policies & Procedures](#)

[Publications and references](#)



Enriching Lives...

[Site Map](#) | [Language](#) | [Privacy Policy](#) | [Terms of Use](#) | [Accessibility](#) | [Disclaimer](#)

Purchasing & Contracts

locounty.gov

Translation [English] | Contact Us | Text-Only | AAA

mylacounty.gov

Home | Our County | Newsroom | HR & Benefits

Our County

Administrative Compliance

Efficiency Initiative

→ Purchasing and Contracts

Board Correspondence

ISD Purchasing & Contracts

[Purchasing & Contracts Homepage](#)

[Purchasing Standard Terms & Conditions](#)

[Contracting Standard Terms & Conditions](#)

[Commodity Agreements](#)

Information Technology Services

[IT Support Services Master Agreement](#)

[Telecommunications Equipment Support Services](#)

[EMC Master Services Agreement](#)

[Global 360 Master Services Agreement](#)

[IBM Master Services Agreement](#)

[Microsoft Master Services Agreement](#)

[Oracle Master Services Agreement](#)

Information Technology Software Licenses

[Adobe Enterprise Software License](#)

[EMC Documentum Enterprise Software License](#)

[VMWare Enterprise Software License](#)

[Citrix Go-To-Meeting Master Subscription Agreement](#)

Employee Login

User ID

Password

[Login](#)

[Did you forget your password?](#)

[Change your password](#)

[Find employees](#)

First Name

Last Name

[Go](#)

Software downloads

[1 Adobe Reader Extensions](#)

[1 Adobe Acrobat](#)

[1 Adobe Forms Designer](#)

[County standards](#)

[Desktop computers](#)

[Laptops](#)

[Printers](#)

[Scanners](#)

[Video conferencing](#)

Do you need help?

211

[Board of Supervisors](#)

[Safely Surrendered Baby Program](#)

[Public Information Documents](#)

Most requested services:

[Live Board meeting](#)

[County Administrative Policies & Procedures](#)

[Publications and references](#)



Embracing Lives...

[Site Map](#)

[Language](#)

[Privacy Policy](#)

[Terms of Use](#)

[Accessibility](#)

[Disclaimer](#)